



# CITY OF MIAMI BEACH

## ANNOUNCEMENT OF UNCLASSIFIED POSITION



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## FINANCIAL ANALYST II

### \$54,268.03 - \$87,652.52 ANNUALLY

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#### NATURE OF DUTIES:

This is a highly responsible and complex financial professional position. Employees in this classification are assigned specific responsibility for one or more departmental functions. Work involves financial analysis, reporting and problem solving. General supervision is received from an administrative supervisor who reviews work for conformity with established financial, administrative, and departmental policies and attainment of desired objectives, through conferences and review of reports. The employee in this classification will be tasked with analyzing and reconciling accounts, financial records, preparing journal entries, preparing detailed accounting reports in addition to working with and assisting staff with the preparation of accounting reports and financial statements and on tasks related to a variety of special projects and other related accounting functions/projects as assigned. The employee may supervise account clerks and/or Financial Analyst I's and reviews their work. Employees in this position should have strong grant monitoring experience and be familiar with the Federal and State Single Audit requirements which, among other things, includes preparing monthly and year-end detailed grant expenditures reports/schedules, reconciling grant expenditures reports to the general ledger, reviewing and assisting in the preparation of monthly/quarterly grant reports/reimbursement requests, and preparing other grant related schedules/reconciliations. In addition, this employee may be assisting in the planning and performing of all the City fixed assets functions which include analyzing capital expenditures for additions to fixed assets, recording monthly fixed assets depreciation, preparing detailed schedules summarizing fixed assets by department, preparing fixed assets journal entries, and preparing year-end reports. The employee will also be assisting with the annual preparation and maintenance of the City's Capital Budget and Capital Improvement Plan.

#### REQUIRED:

1. Graduation from an accredited college or university with a Bachelor's degree in Public/Business Administration, Finance, Accounting, or a related field.
2. Two (2) years experience monitoring and ensuring compliance with local, state, and federal government grants. Work will be highly independent.

#### DESIRES:

Experience working with government, Microsoft applications, and development of operating systems and procedures.

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Send **2** Detailed Resumes  
by close date to:

**NO FAX ACCEPTED**

CITY OF MIAMI BEACH, CITY HALL  
Human Resources Department  
1700 Convention Center Drive  
Miami Beach, FL 33139  
**ATTENTION: FAII-ANN**

CLASS NO: **1154**  
UC NO: **0577UO**